

**Site Visit Programmatic Questions
Northside Life Care Center – November 20, 2015**

1. Update Report

- Review your two most recently submitted Update Reports: are you meeting Report Count goals?
- Note any significant differences between the reports: are programs stable? Improving? What do the reports indicate about progress in your programs?

Northside has provided consistent and growing numbers for the majority of their grant funded programming. One exception to their programming goals would be their pregnancy testing numbers. They have been down slightly. This appears to be a state-wide trend. Their Small steps program, a parenting and pregnancy education program, has increased significantly over the past several years.

2. Work Plan

- Review your 2012-16 grant application's description of the program you are asking to be funded. Note the services and activities you said you would provide and the number of clients you would serve.
- Prepare a short summary of your current program(s) and the number of clients being served. How does what you describe in the application compare with what you are currently providing? Have any programs and/or activities or services been added or removed? Have the number of clients being served per quarter decreased or increased since October, 2012? Is there anything particular you want to share about your current program to explain its current status?
- Do you anticipate making any changes to the 2015-16 Work Plan? If so, in what way and for what reasons?

Changes were made to the Center's Work Plan several years previous to reflect their growing client numbers in many of the grantee's programs. A short summary of the last year's programming will be provided by the grantee and will be filed in their site visit folder.

3. Fiscal Review

- Review of the 2014-15 expenditures spreadsheet
- Have you or do you intend to revise your 2015-16 budget justification? Keep in mind that the current budget justification remains in effect until a revision is approved.
- Review the guidelines regarding expectations for invoice and verification submissions (attached), and the new requirement to submit both to financial for invoice payment. Review MDH's efforts to move to paperless invoicing.
- If your Financial Reconciliation has taken place, the findings will be reviewed.
- If you have an elevated risk designation, and your report cited any concerns, these will be discussed.

A budget revision was recently submitted and approved. This grantee is also completing their financial reconciliation and questions were answered on both topics.

4. Grant Closeout Form

- You will have an opportunity to review a draft of your Grant Closeout Form.
The Grant Close Out Form was discussed.

5. 2014-16 Evaluation (availability of items below depend on date of site visit)

- Your 2014 Evaluation Report Summary will be discussed.
- Your 2015-16 Evaluation Plan will be discussed. Any suggestions provided in your 2013-14 Report Summary should be included in the plan, if you are continuing the same evaluation. If you are planning a new evaluation, details will be discussed.
This grantee's current evaluation project on safe sleep was discussed. Ways to improve their safe sleep program were addressed. Suggestions for relevant materials and resources were suggested. To date their evaluation project is reported as going well.

6. Positive Alternatives website

- The PA website is being/has been reconfigured. Its scope is reduced. Resources for grantees will remain basically the same.
- Consider providing suggestions for additions/deletions
The MDH PA website changes were discussed. It was also noted that the new RFP will be posted on the PA website pages shortly.

7. Provide Updates

- Have you made any changes to your application Face Sheet data?
- Do you want to revise your website posting?
Changes were made and noted on the MDH face sheet. Staff will review their current MDH PA website posting and description and send in to the grant manager any required changes.

8. Issues specific to this grantee

A new Executive Director will be hired after the first of the year. Currently a staff member is serving as interim director. As a new director is hired the grant manager will help with PA grant orientation.

9. Tour of Facility

- If your facility has been remodeled or updated with grant funds, be prepared to provide a tour of the area
- If grant-funded activity areas have been significantly altered, be prepared to provide a tour of the area
A tour of the Center was given. The Center is located in an easy access area of North Minneapolis and has been in the same location for a number of years. The Center is welcoming and well organized.

10. How can MDH be more supportive of your program?

Several suggestions were noted regarding the latest fall grantee meeting.

11. Other?

Northside Life Care Center has been in existence since 1978 and has a well-established presence in the North Minneapolis neighborhood. They have been a PA grantee since the beginning of the grant program in 2006. Northside Life Care Center has played an integral part in the care of women in unplanned pregnancy situations in the area of North Minneapolis. They are able to serve many diverse groups of women with their PA funded programs including pregnancy education, prenatal care, life skills education, case management, employment assistance, and material assistance. They have continually been able to demonstrate the responsible use of their PA funding with the large number of clients they serve in a multi-cultural and underserved population metro area of the Twin Cities.